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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993

Revised estimates under section 32D (Conference and library services, Vienna)

Report of the Secretary-General

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INTRODUCTION

1. At its forty-fifth session, the General Assembly considered a report of the Secretary-General on arrangements for conference services at Vienna 1/ and a related report of the Advisory Committee on Administrative and Budgetary Questions (ACABQ) on the programme budget for the biennium 1990-1991. 2/ In section VIII of its resolution 45/248 A of 21 December 1990, the General Assembly endorsed the conclusions and recommendations of ACABQ relating to conference services at Vienna contained in paragraph 11 of its report.

2. ACABQ concurred in the proposal of the Secretary-General to join the two joint conference services of the United Nations and United Nations Industrial Development Organization (UNIDO) to form a single unified service, without prejudice to the establishment of a common service, should the International Atomic Energy Agency (IAEA) agree to such an arrangement. ACABQ further affirmed its belief that any unified (or common) service should be administered by the United Nations and requested the Secretary-General to continue consultations with UNIDO and IAEA with a view to inviting the governing bodies of the two organizations to consider the establishment of unified conference services at the Vienna International Centre as from the biennium 1992-1993. Should no agreement be reached on either a common or a unified United Nations/UNIDO service, ACABQ invited the Secretary-General to submit detailed proposals to it concerning a separate United Nations conference service.

3. The present report is submitted in response to the above-mentioned resolution. It summarizes recent developments and presents revised estimates for conference services at Vienna for 1992-1993 and possible options for the longer term.

I. RECENT DEVELOPMENTS AND PROPOSALS

4. It will be recalled that the present arrangements for conference-servicing at Vienna were instituted in 1985 when UNIDO was converted into a specialized agency. They were not the result of a detailed analysis of conference-servicing requirements of the United Nations and UNIDO but were intended to be interim arrangements pending such an analysis. The previous year, in anticipation of the conversion of UNIDO, the General Assembly, in its resolution 39/68 A of 13 December 1984, had requested the Secretary-General to consider organizing the conference-servicing staff at the Vienna International Centre into a single conference-servicing operation. The Secretary-General accordingly submitted proposals 3/ for unified conference services at Vienna to be administered by the United Nations, with offsetting reimbursements for services rendered to UNIDO. It was noted, however, that the Director-General of UNIDO had expressed strong reservations about the establishment of a unified conference service.

5. Following the adoption of General Assembly decision 40/405 of 2 October 1985, tripartite consultations were undertaken by representatives of the United Nations, UNIDO and IAEA, who agreed on the interim joint arrangements. At the time, the benefits to the United Nations and UNIDO of having a full team of interpreters available at the Vienna International Centre provided sufficient justification for proceeding immediately with the establishment of a joint interpretation service administered by the United Nations. For language and documentation services, however, it was decided to maintain provisions for staff in the budgets of both UNIDO and the United Nations and to entrust to UNIDO the administration of that staff pending the conclusion of a systematic and comprehensive analysis of conference-servicing requirements at the Centre. Since that time the issue has been the subject of consultations, numerous reports and resolutions, the latest of which are summarized in paragraphs 1 and 2 above. Throughout this process the Secretary-General has remained convinced that a unified conference-service operation for the United Nations organizations at the Centre under the auspices of the United Nations would provide the most effective, and ultimately the least costly, arrangement. The chronology of events that led to the adoption of resolution 45/248 A is set forth in paragraphs 32.118 to 32.125 of the proposed programme budget for 1992-1993. 4/

6. Most recently and in accordance with the mandate given in resolution 45/248 A, a proposal on unified conference services for the United Nations organizations at the Vienna International Centre was submitted to ACABQ at its 1991 spring session and subsequently to the governing bodies of both UNIDO and IAEA. IAEA accepted the proposal on interpretation services contained in the report and agreed to transfer its interpretation staff, comprising three posts, to the United Nations with effect from 1 January 1992. Thereafter the United Nations Office at Vienna will be responsible for meeting the interpretation requirements of all three organizations at the Centre as a common service, subject to reimbursement in accordance with agreed cost-sharing procedures. With regard to translation and related documentation requirements, however, IAEA continues to maintain its previously expressed position that these needs are too specialized to be considered for common-service arrangements similar to those for interpretation.

7. For its part, the UNIDO secretariat has consistently indicated satisfaction with the current arrangement, whereby an organizational unit in each of the two organizations provides specific conference services to both the United Nations Office at Vienna and UNIDO. Thus, the Industrial Development Board (IDB) of UNIDO, in its decision IDB.8/Dec. 38 of 5 July 1991:

(a) Took note of the report of the Director-General and the report of the United Nations Secretary-General on unified conference services for the United Nations organizations at the Vienna International Centre;

(b) Recommended that any change in the present conference-service arrangements for the Vienna-based organizations would need to be examined in the light of the efficiency, economy and quality of services it would bring;

(c) Decided to defer action regarding the unified conference-service arrangements for the Vienna-based organizations until the relevant organizations had had the opportunity to study the detailed cost analysis. Subsequently, the UNIDO Programme and Budget Committee and IDB approved the programme and budget proposals of the Director-General of UNIDO for 1992-1993, which include provisions for maintaining the present conference-servicing arrangements. 5/

8. In view of the timing of this process of consultation, the Secretary-General decided, in the context of the preparation of the proposed programme budget for 1992-1993, to submit provisional proposals for conference services at Vienna based on the current arrangements. Section 32 of the proposed programme budget thus describes the current joint services at Vienna and the estimated requirements for 1992-1993 should those arrangements be continued. Those proposals were made on the understanding that revised estimates incorporating the results of the negotiations with UNIDO and IAEA would be submitted to the General Assembly at its forty-sixth session.

9. Because there has been no further agreement with IAEA and/or UNIDO, aside from the agreement on interpretation mentioned above, the Secretary-General is submitting herewith proposals for separate conference services for the United Nations as requested in section VIII of General Assembly resolution 45/248 A. Given the time-frame, the revised estimates that constitute section III of the present report project the continuation of joint services throughout 1992 and the establishment of a separate United Nations service in 1993.

10. The Secretary-General remains convinced, however, that a unified conference-service operation for the United Nations organizations at the Vienna International Centre under the auspices of the United Nations would provide the most effective, and ultimately the least costly, arrangement. Furthermore, IDB has not expressed objection in principle to the establishment of a unified conference service but has recommended that any change in the present conference-servicing arrangements for the Vienna-based organizations be examined in the light of the efficiency, economy and quality of services it would bring. Thus, the Secretary-General also proposes to continue throughout 1992 to seek UNIDO agreement to participate in a unified conference service administered by the United Nations. This unified service would provide the full range of conference services to UNIDO as well as to United Nations bodies at Vienna and would provide interpretation services to IAEA.

11. Should IDB decide, at its ninth session in May 1992, to accept the invitation to participate in a unified conference service administered by the United Nations, the Secretary-General would submit revised budget estimates for the establishment of unified conference services at Vienna to the General Assembly at its forty-seventh session. On the other hand, in the event that IDB does not recommend that UNIDO participate in a unified service, the Secretary-General would provide for the continuation of the separate service in his proposed programme budget for the 1994-1995 biennium. Given these alternative options for the longer term, a description of the resources required for both a separate and a unified conference service for a complete biennium is presented in section IV of the present report.

12. It should be noted that it is agreed by all parties involved that the arrangements currently in place for library services at Vienna will remain unchanged regardless of the decision taken on conference services.

II. CONFERENCE-SERVICING REQUIREMENTS AT VIENNA

13. The conference-servicing requirements of the United Nations units at Vienna are now well established. As shown in the comparative workload statistics in annex I to the present report, the United Nations is now the major user of the joint services administered by UNIDO and the United Nations Office at Vienna respectively. In 1990, the share of the United Nations in the workload for translation, typing and printing services administered by UNIDO had reached 64, 62 and 61 per cent respectively. For that same year, as shown in the cost-sharing information in annex II, the United Nations paid for 61.4 per cent of the language and documentation services administered by UNIDO and 81 per cent of the meetings planning and interpretation services administered by the United Nations Office at Vienna. The requirements contained in the present paper have been estimated on the assumption that conference activity at Vienna will remain broadly stable in 1992-1993.

14. It should be noted that the analysis of conference-servicing requirements in the language and documentation areas was the subject of discussions held at Vienna during the first nine months of 1991, including the meetings of the tripartite Advisory Committee on Conference Services at Vienna in September. Although IAEA has confined its interest in participating in unified or common services to the arrangements for interpretation services as mentioned in paragraph 6 above, its representatives have participated in the recent meetings of the tripartite Vienna Advisory Committee. It is on the basis, inter alia, of that analysis that requirements for a separate United Nations service have been estimated.

15. A characteristic of the current joint arrangement has been the use of funds for temporary assistance for meetings to finance staff functions that have been identified as required on a full-time basis. In some cases, individual staff members have been granted repeated fixed-term contracts for several years. In assessing the established-post requirements for a separate service for the United Nations Secretariat entities at Vienna, the use of temporary assistance funds for extended service has been taken into consideration.

16. In order to arrive at an estimate of revised temporary assistance requirements for translation, which accounts for a major share in the total cost of conference services (more than 75 per cent in the 1988-1989 biennium), an additional analysis of work-flow patterns has been undertaken. Because of the uneven distribution of documentation requirements for meetings, additional staff are hired on a freelance basis to meet peak demands. Analysis of the workloads over two-month time-spans has been undertaken to determine the optimal distribution of resources between established posts and more expensive freelance staff. The outcome of this analysis, as it relates in particular to

established posts and temporary assistance for meetings, is reflected in the revised estimates contained in section III below.

17. When considering the Secretary-General's related proposals, it should be borne in mind that the cost of the share of the United Nations conference services at Vienna, since the inception of the joint conference-service arrangements between the United Nations Office at Vienna and UNIDO effective 1 January 1986, has exceeded the resources appropriated for that purpose. Final appropriations have been adjusted at the end of the bienniums, but the resource base for successive programme budgets has not grown.

III. REVISED ESTIMATES FOR 1992-1993

Table 1. Analysis of overall costs

(In thousands of United States dollars)

DIRECT COSTS

(1) Regular budget

1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base $	%	Resource growth $	%	Total requirements at revised 1991 rates $	Inflation in 1992 and 1993 $	%	1992-1993 estimates
23 222.3	212.5	0.9	7 972.2	34.3	31 407.0	2 429.1	7.7	33 836.1

Analysis of real growth (at revised 1991 rates)

(1) Total revalued 1990-1991 resource base	Resource growth: (2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	Rate of real growth (5) over (1)
23 434.8	7 972.2	-	-	7 972.2	34.0%

(2) Extrabudgetary resources	-
Total, direct costs	33 836.1

Table 2. Analysis of overall costs

(In thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	6 608.5	(11.9)	5 670.2	12 266.8	1 150.6	13 417.4
Temp. assist. - mtgs.	7 898.2	123.9	(1 547.6)	6 474.5	290.4	6 764.9
General temporary assistance	-	-	16.6	16.6	1.1	17.7
Overtime and night differential	24.2	0.4	75.3	99.9	6.3	106.2
Common staff costs	2 307.2	-	1 984.0	4 291.2	381.6	4 672.8
Travel of staff	9.2	0.2	13.1	22.5	1.4	23.9
Contracts-ext. transl. and interp.	-	-	182.6	182.6	12.3	194.9
Rental/maintenance of premises	-	-	55.2	55.2	3.7	58.9
Supplies and materials	388.2	6.1	8.6	402.9	20.4	423.3
Furniture and equipment	-	0.6	583.4	583.4	38.8	622.2
Contributions to joint activities	5 986.8	93.9	930.7	7 011.4	522.5	7 533.9
Total	23 222.3	212.6	7 972.2	31 407.0	2 429.1	33 836.1

(2) Extrabudgetary resources	-
Total	33 836.1

Table 3. Post requirements

Conference and library services, Vienna

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	-	1	-	-	-	-	-	1
P-5	2	10	-	-	-	-	2	10
P-4	18	33	-	-	-	-	18	33
P-3	21	38	-	-	-	-	21	38
P-2/1	1	1	-	-	-	-	1	1
Total	42	83 a/	-	-	-	-	42	83 a/
General Service category								
Principal level	1	2	-	-	-	-	1	2
Other levels	19	99	-	-	-	-	19	99
Total	20	101 a/	-	-	-	-	20	101 a/
Grand total	62	184 a/	-	-	-	-	62	184 a/

a/ 38 Professional and 79 General Service posts proposed for 1993 only.

18. In line with the mandate contained in section VIII of resolution 45/248 A and in view of the recent developments in the negotiations between the United Nations, UNIDO and IAEA regarding conference services at Vienna, the Secretary-General proposes that the present joint services arrangements be continued in 1992 and that a separate United Nations service be established on 1 January 1993.

19. It will be recalled that at present the programme for conference services at Vienna contains five subprogrammes:

(a) Editorial and official records services (carried out by UNIDO);

(b) Meeting, interpretation and verbatim reporting services (carried out by the United Nations);

(c) Translation services (carried out by UNIDO);

(d) Publishing services (carried out by UNIDO);

(e) Library information services (carried out by IAEA).

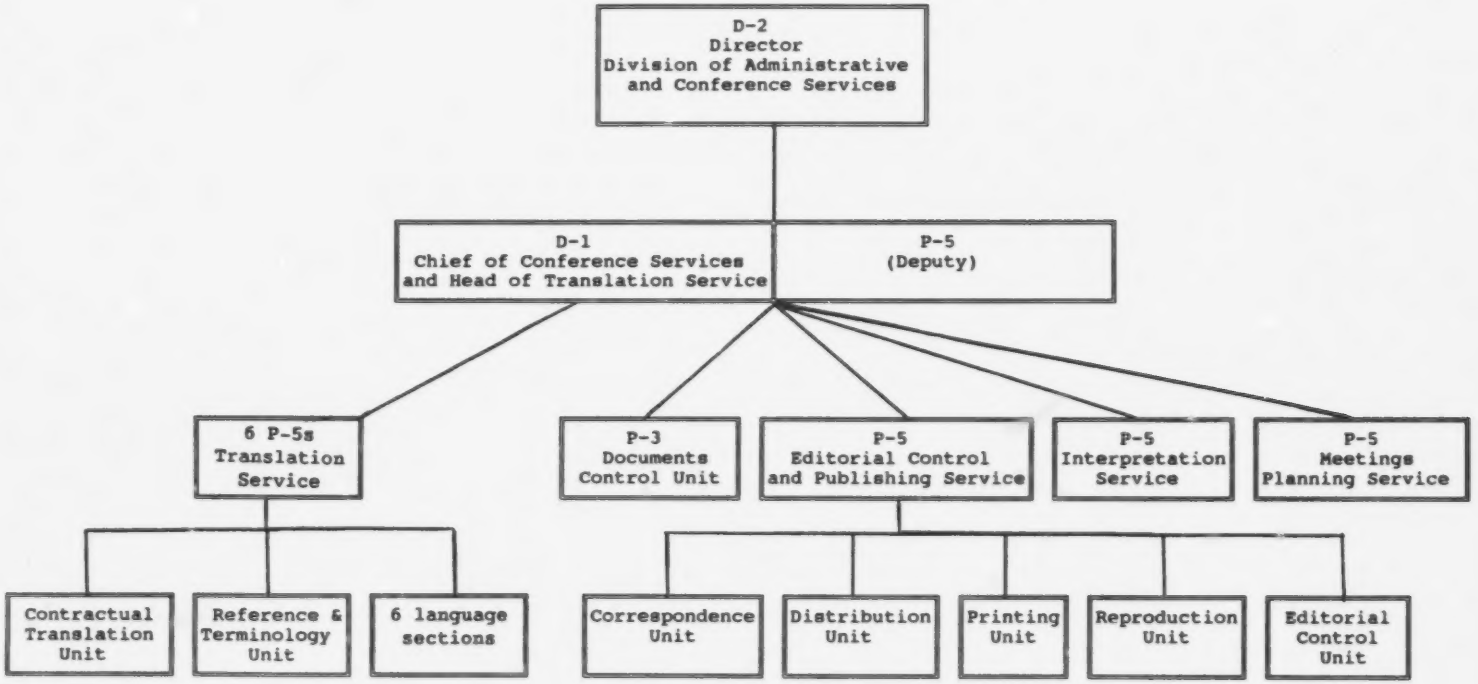
20. All conference services in Vienna are provided for by the Language and Documentation Service of UNIDO except for meetings planning and interpretation (provided by the United Nations) and library services (provided by IAEA). The Language and Documentation Service of UNIDO is currently headed by a Chief at the D-1 level and comprises a total of 74 Professional and 93 General Service staff members, who provide the editorial and official records, translation and publishing services.

21. Based on the analysis of conference-servicing requirements referred to in section II above, it is projected that the establishment of a separate service for the United Nations in 1993 would require the creation of 122 posts, of which 41 are Professional and 81 General Service posts. While in some cases, such as translation and editing, it has been possible to establish staffing requirements on the basis of the United Nations share in the total workload of the joint language and documentation service administered by UNIDO, in the cases of smaller services, such as documents control, reference and terminology, correspondence and printing, it was not possible to do so and it is thus proposed to establish new units almost equivalent to those now serving both organizations. A chart outlining the organizational structure of the new service is provided below. Provisions are also included in all services for temporary assistance resources which will continue to be required for peak periods of activity. In view of the proposed establishment of separate services for the second year of the biennium, contributions to joint activities (excluding those in the library services) would no longer be required in 1993.

22. In order to establish separate conference services for the United Nations, it is proposed to establish the Office of the Chief, Conference Services, to be headed by a D-1 and assisted by a P-5 and three General

Figure 1

ORGANIZATIONAL STRUCTURE OF A PROPOSED UNITED NATIONS CONFERENCE SERVICE (1993)



Service (other level) staff members. The Chief of Conference Services would report to the Director of Administration and Common Services, Vienna. Provision would be made in that Office for the acquisition of office automation equipment for the word-processing units, documents control, publishing and editorial control.

23. Under current arrangements, translation services comprise a total of 56 Professional and 41 General Service posts. Of these, 20 translator posts and 12 General Service (other level) posts are currently charged to the United Nations budget. This level of staffing is supplemented by temporary assistance resources as indicated in paragraph 16 above. For a separate United Nations service, it is proposed that the number of established posts in the translation services be increased from the existing 20, which are lent to UNIDO, to 45 Professional (6 P-5, 19 P-4 and 20 P-3) posts and from 12 to 42 General Service (other level) posts. The heads of the six language sections, at the P-5 level, would report directly to the Chief of Conference Services, at the D-1 level, who would also act as Head of the Translation Services.

24. Translation services currently include a reference and terminology unit, a contractual translation unit and a correspondence unit comprising a total of 1 Professional and 12 General Service posts, 3 of which are charged to the United Nations budget. For a United Nations service, separate units for reference and terminology, and contractual translation would be established requiring the addition of one P-3 post and seven additional General Service (other level) posts. The Correspondence Unit (comprising three General Service (other level) posts) would be established as part of the Editorial Control Service, as is the case in New York and Geneva.

25. The joint UNIDO/United Nations meetings planning and interpretation services are currently administered by the United Nations in accordance with the 1986 agreement. The interpretation service, comprising a full team of 20 interpreters, has demonstrated the capacity to service IAEA scientific and technical bodies as well as the policy-making bodies of all Vienna-based organizations. Following the agreement recently reached with IAEA, common interpretation services will effectively be established at Vienna as of 1 January 1992. It is proposed that the one English and two French interpreters currently employed in IAEA be integrated into the United Nations service, on new posts to be established as of 1 January 1992, and that the United Nations provide interpretation to all meetings of both IAEA and UNIDO. The English and French interpreters would add an important element of flexibility for the service and the centralization of administration would permit economies of scale. The provision for temporary assistance for meetings would be adjusted accordingly and an offsetting increase in income from IAEA for the interpretation services provided by the United Nations would be recorded under income section 2. In addition, one General Service (other level) post, which has been financed on a full-time basis from temporary assistance resources, would be converted into an established post as of 1 January 1992.

26. The meetings planning unit now consists of one P-5, one P-2, one General Service (principal level) and two General Service (other level). Here too it is proposed to establish, in 1992, one General Service (other level) post, which has been needed on a full-time basis although financed from temporary assistance funds.

27. At present Editorial Control (with a total of 18 posts) is combined with publications service in a single section within the Languages and Documentation Service administered by UNIDO. The editorial control function would come under a new Editorial Control and Publishing Service in the United Nations. The posts for the Chief of Service (P-5) and five editors (1 P-4 and 4 P-3), as well as seven General Service (other level) posts would be established. A Documents Control Unit, comprising one P-3 post and four General Service (other level) posts would also need to be established for the United Nations. In addition, one General Service (other level) post, which has been financed from the United Nations budget, would be retained, bringing the staffing to a total of five General Service posts. As noted in paragraph 24 above the Correspondence Unit would also be established within this Service.

28. Publishing services are currently provided on a joint basis by three units within the Editorial Control and Publications Section of the Languages and Documentation Division of UNIDO. These units are:

(a) The printing unit, which is responsible for proofreading/copy-preparation, typesetting, graphic presentation and contractual arrangements for external printing;

(b) The reproduction unit, which is responsible for the large, heavy-duty photocopying equipment used for in-session and other documentation which must be reproduced, collated, stapled and distributed quickly;

(c) The documents distribution unit, which distributes documents requested from both internal and external sources.

In addition, IAEA operates a common printing service for all organizations at the Vienna International Centre in accordance with the Memorandum of Understanding between the United Nations, UNIDO and IAEA, which governs common services at the Centre. This service is used for the large-scale reproduction of documents and reports. Since the establishment of a separate conference services budget for the United Nations Office at Vienna, the funds required to reimburse IAEA for the United Nations Office at Vienna share of the common printing services have, for administrative convenience, been included in the provisions for the library services subprogramme and will continue to be recorded under that subprogramme. Cost-sharing is based on the number of page impressions produced by each organization.

29. In 1993 publishing services would come under the new Editorial Control and Publishing Service with three distinct separate units: Printing Unit; Reproduction Unit and Documents Distribution Unit. In total the establishment of 31 additional posts, 3 P-3, 1 General Service (principal level) and 27 General Service (other level) posts would be required, to be distributed as follows: 3 P-3, 1 General Service (principal level) and 6 General Service (other level) posts for the Printing Unit (as compared to the current UNIDO composition of 1 P-4, 1 P-3, 4 P-2/1, 3 General Service (principal level) and 7 General Service (other level) posts); 5 General Service (other level) posts for the Reproduction Unit (the present joint unit has five established General Service (other level) posts as well as two General Service staff on a full-time basis paid from temporary assistance funds) and 16 General Service (other level) posts for the Documents Distribution Unit (the current joint unit comprises 1 General Service (principal level) and 9 General Service (other level) posts), with an additional 14 General Service staff charged against temporary assistance funds.

30. As noted above, the library information services will continue to be provided by IAEA as a common service for all organizations at the Vienna International Centre as heretofore. The joint library service of the Centre was established in October 1979 and is administered by IAEA on behalf of all organizations and units at the Centre in accordance with the Memorandum of Understanding of 31 March 1977.

31. With regard to administrative support, the work now performed by the Division of Administrative and Common Services of the United Nations Office at Vienna will increase as a result of the establishment of 122 new posts and the need to administer temporary assistance for meetings. In order to provide the requisite administrative support for conference-servicing staff, it is proposed to establish one P-3 and seven General Service (other level) posts. These posts will be requested in the context of the revised estimates under section 33F.

32. Under existing cost-sharing arrangements for the various common services allocated among the three Vienna-based United Nations organizations, the expenditure borne by each organization is, in many cases, determined by the number of staff per organization or the proportion of space utilized by each organization. The addition of 122 staff would, therefore, result in increased costs for most of the common services in question. As in the case of the additional administrative staff required, the incremental resources for common services, estimated at $515,400 (at revised 1991 rates) for 1993, would be requested in the context of the revised estimates under section 33F.

Table 4. Analysis of overall costs

Office of the Chief: Conference Services, Vienna

(In thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	-	-	263.9	263.9	24.7	288.6
General temporary assistance	-	-	16.6	16.6	1.1	17.7
Overtime and night differential	-	-	87.6	87.6	5.9	93.5
Common staff costs	-	-	92.2	92.2	8.5	100.7
Travel of staff	-	-	17.8	17.8	1.2	19.0
Contracts-ext. transl. and interp.	-	-	182.6	182.6	12.3	194.9
Rental/maintenance of premises	-	-	55.2	55.2	3.7	58.9
Supplies and materials	-	-	22.2	22.2	1.4	23.6
Furniture and equipment	-	-	575.9	575.9	38.6	614.5
Total	-	-	1 314.0	1 314.0	97.4	1 411.4

(2) Extrabudgetary resources	-
Total	1 411.4

/...

Table 5. Post requirements

Office of the Chief, Conference Services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
D-1	-	1	-	-	-	-	-	1
P-5	-	1	-	-	-	-	-	1
Total	-	2	-	-	-	-	-	2
General Service category								
Other levels	-	3	-	-	-	-	-	3
Total	-	3	-	-	-	-	-	3
Grand total	-	5	-	-	-	-	-	5

Office of the Chief, Conference Services

33. With the proposed establishment of separate conference-servicing arrangements for the United Nations as of 1 January 1993, the Office of the Chief of Conference Services would provide general policy direction and maintain central control over the planning and provision of services to meetings of the United Nations held at Vienna, as well as those convened at overseas locations by the secretariat units located at Vienna. In addition, it would manage the use of resources under various headings, including overtime, travel and office automation equipment, for which central provision is made under this heading.

Resource requirements (at revised 1991 rates)

Established posts

34. The establishment of one D-1, one P-5 and three General Service (other level) posts is proposed for 1993. The incumbent of the D-1 post of Chief of Conference Services would provide overall policy direction and day-to-day management of conference services for the United Nations. The incumbent of the P-5 post would assist the Chief in carrying out his/her functions. The three General Service (other level) posts are required to provide secretarial assistance and administrative support for the Service.

General temporary assistance

35. Requirements of $16,600 are estimated for the temporary replacement of staff on maternity and extended sick leave.

Overtime

36. Requirements of $87,600 are estimated for overtime during periods of peak workload.

Travel of staff

37. Requirements of $17,800 are estimated for the travel of the Chief and other staff in connection with consultations on coordination of conference services and with participation at inter-agency meetings.

Contractual services

38. Requirements of $182,600 are estimated for contractual translation, editing and typing. The level of resources requested is based on experience since 1988.

Rental and maintenance of furniture and equipment

39. A provision of $55,200 is estimated for cabling required for the installation of office automation equipment and for the networking of workstations.

Supplies and materials

40. The requirements for data-processing supplies are estimated at $22,200.

Furniture and equipment

41. A provision of $575,900 is requested under this heading. Requirements for the acquisition of office automation equipment are estimated at $553,700. With the establishment of a separate United Nations service, it is proposed to acquire 40 compatible multifunction microcomputer workstations for all text-processing operators in order to establish networked computer workstations in all language pools; the equipment and software will be fully compatible with that used at Geneva and in New York, so that documents can easily be moved in electronic form between the three conference centres. In addition, four computer workstations would be needed for the documents control system, five computer workstations for the reference and terminology database and for the translation services using this database, four workstations for editors, and three for the printing services to enable them to continue electronic typesetting and other desktop publishing activities that have been initiated in the past several years. In addition, $22,200 would be required for the purchase of ergonomic workstation furniture.

Table 6. Analysis of overall costs

Programme of work

(In thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	6 608.5	(11.9)	5 406.3	12 002.9	1 125.9	13 128.8
Temporary assistance-meetings	7 898.2	123.9	(1 547.6)	6 474.5	290.4	6 764.9
Overtime and night differential	24.2	0.4	(12.3)	12.3	0.4	12.7
Common staff costs	2 307.2	-	1 891.8	4 199.0	373.1	4 572.1
Travel of staff	9.2	0.2	(4.7)	4.7	0.2	4.9
Supplies and materials	388.2	6.1	(13.6)	380.7	19.0	399.7
Furniture and equipment	-	-	7.5	7.5	0.2	7.7
Contributions to joint activities	5 986.8	93.9	930.7	7 011.4	522.5	7 533.9
Total	23 222.3	212.6	6 658.1	30 093.0	2 331.7	32 424.7

(2) Extrabudgetary resources	-
Total	32 424.7

/...

Table 7. Post requirements

Programme of work

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
P-5	2	9	-	-	-	-	2	9
P-4	18	33	-	-	-	-	18	33
P-3	21	38	-	-	-	-	21	38
P-2/1	1	1	-	-	-	-	1	1
Total	42	81	-	-	-	-	42	81
General Service category								
Principal level	1	2	-	-	-	-	1	2
Other levels	19	96	-	-	-	-	19	96
Total	20	98	-	-	-	-	20	98
Grand total	62	179	-	-	-	-	62	179

Table 8. Analysis of overall costs

(a) Editorial and official records services

(In thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	65.2	1.0	894.6	960.8	81.8	1 042.6
Temporary assistance-meetings	232.1	4.1	(36.2)	200.0	8.6	208.4
Common staff costs	22.8	0.4	313.1	336.3	26.9	363.2
Contributions to joint activities	736.5	11.9	(108.7)	639.7	41.5	681.2
Total	1 056.6	17.4	1 062.8	2 136.8	158.8	2 295.6

(2) Extrabudgetary resources	-
Total	2 295.6

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Table 9. Post requirements

Subprogramme: Editorial and official records services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
P-5	-	1	-	-	-	-	-	1
P-4	-	1	-	-	-	-	-	1
P-3	-	5	-	-	-	-	-	5
P-2/1	-	-	-	-	-	-	-	-
Total	-	7	-	-	-	-	-	7
General Service category								
Principal level	-	-	-	-	-	-	-	-
Other levels	1	15	-	-	-	-	1	15
Total	1	15	-	-	-	-	1	15
Grand total	1	22	-	-	-	-	1	22

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Subprogramme 1. Editorial and official records services

42. Under joint service arrangements, these services are provided to the United Nations by the Language and Documentation Division of UNIDO. It is proposed that the United Nations establish its own services on 1 January 1993. As of that date, the units under this subprogramme would include: the Documents Control Unit, the Editorial Control Unit and the Correspondence Unit.

Resource requirements (at revised 1991 rates)

Established posts

43. Provision is retained in 1992 for a General Service (Other level) post to be made available to UNIDO to provide administrative support for the Documents Control Unit. In 1993 provision for 7 additional posts in the Professional category (1 P-5, 1 P-4, and 5 P-3) and for 14 additional posts in the General Service category would be required for these services.

Temporary assistance for meetings

44. The requirements for additional temporary staff are estimated at $138,500 in 1992 to supplement editorial and typing staff in the Language and Documentation Division of UNIDO. In 1993, $61,500 would be required to meet the United Nations Office at Vienna's needs for short-term staff to undertake peak workload assignments.

Contributions to joint activities

45. Estimated requirements of $639,700, relate to reimbursements to UNIDO in 1992 for documents control, editorial and typing services provided by UNIDO staff members or contracted for by UNIDO, as the existing level of funding will not be adequate to meet requirements in 1992. In 1993, funds would no longer be required under this object of expenditure.

Table 10. Analysis of overall costs

(b) Meetings, interpretation and verbatim reporting services

(In thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	3 103.7	(11.9)	537.4	4 629.2	375.3	4 004.5
Temporary assistance-meetings	1 177.8	19.0	1 310.1	2 506.9	125.5	2 632.4
Overtime and night differential	24.2	0.4	(12.3)	12.3	0.4	12.7
Common staff costs	1 083.2	(2.4)	188.0	1 268.8	125.6	1 394.4
Travel of staff	9.2	0.2	(4.7)	4.7	0.2	4.9
Furniture and equipment	-	-	7.5	7.5	0.2	7.7
Total	5 398.1	5.3	2 025.3	7 429.4	627.2	8 056.6

(2) Extrabudgetary resources	-
Total	8 056.6

Table 11. Post requirements

Subprogramme: Meetings, interpretation and verbatim reporting services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
P-5	2	2	-	-	-	-	2	2
P-4	10	13	-	-	-	-	10	13
P-3	9	9	-	-	-	-	9	9
P-2/1	1	1	-	-	-	-	1	1
Total	22	25	-	-	-	-	22	25
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	3	5	-	-	-	-	3	5
Total	4	6	-	-	-	-	4	6
Grand total	26	31	-	-	-	-	26	31

Subprogramme 2. Meeting, interpretation and verbatim reporting services

46. Under current arrangements, these services are provided by the United Nations for itself and UNIDO, and interpretation services are on occasion also provided to IAEA on a reimbursable basis. As indicated above, following the recent agreement between the United Nations and IAEA, interpretation services will be provided by the Meetings Planning and Interpretation Service of the United Nations Office at Vienna as a common service with effect from 1 January 1992. Reimbursements from both UNIDO and IAEA for these services will be credited to Income section 2.

Resource requirements (at revised 1991 rates)

Established posts

47. Following the agreement with IAEA, it is proposed to establish three Professional posts in the Interpretation Service to accommodate the three IAEA interpreters who will form part of the United Nations common service as of 1 January 1992. It is also proposed to establish two General Service (Other level) posts in the Meetings Planning and Interpretation Service to reflect the fact that these support staff are required on a full-time basis and, in fact, have been retained full time, although financed from temporary assistance funds. One post would accommodate the secretary to the Chief of the Meetings Planning and Interpretation Service; the other would provide for an administrative clerk for the Interpretation Service. These new General Service posts are provided for as conversions from temporary assistance for meetings.

Temporary assistance for meetings

48. A provision of $2,506,900, including net growth of $1,310,100, would allow for the hiring of additional interpreters, conference clerks and meeting-servicing staff on a temporary basis during peak meeting periods. The estimate is based on the experience of 1990 and 1991, as well as the indicated needs of both IAEA and UNIDO for the biennium. It also reflects a decrease of $187,400 in relation to the conversion of two General Service posts referred to in paragraph 47 above. In accordance with the agreement with IAEA for the provision of interpretation services to that agency, all expenditures for temporary assistance incurred to service IAEA meetings will be fully reimbursed. A corresponding increase in Income section 2 is therefore anticipated.

Overtime

49. Requirements of $12,300, at the revalued resource-base level are estimated for overtime during periods of peak activity in 1992. For 1993 these resources will be provided for in the Office of the Chief, Conference Services.

Travel of staff

50. Requirements of $4,700, at the revalued resource-base level, are estimated for travel of staff to coordination meetings at Headquarters and Geneva in 1992. For 1993 these resources will be provided for in the Office of the Chief.

Furniture and equipment

51. A new provision of $7,500 is requested in 1992 for the replacement of a workstation in the Meetings Planning Service by a personal computer and printer.

Table 12. Analysis of overall costs

(c) Translation services

(In thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	3 439.6	(1.0)	2 855.2	6 293.8	586.9	6 880.7
Temporary assistance-meetings	6 116.9	94.7	(2 755.1)	3 456.5	144.8	3 601.3
Common staff costs	1 201.2	2.0	998.7	2 201.9	194.2	2 396.1
Contributions to joint activities	2 430.3	37.6	1 103.8	3 571.7	235.9	3 807.6
Total	13 188.0	133.3	2 202.6	15 523.9	1 161.8	16 685.7

(2) Extrabudgetary resources	-
Total	16 685.7

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Table 13. Post requirements

Subprogramme: Translation services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
P-5	-	6	-	-	-	-	-	6
P-4	8	19	-	-	-	-	8	19
P-3	12	21	-	-	-	-	12	21
P-2/1	-	-	-	-	-	-	-	-
Total	20	46	-	-	-	-	20	46
General Service category								
Other levels	15	49	-	-	-	-	15	49
Total	15	49	-	-	-	-	15	49
Grand total	35	95	-	-	-	-	35	95

Subprogramme 3. Translation services

52. Under joint service arrangements, translation services are provided to the United Nations by the Language and Documentation Division of UNIDO. As of 1 January 1993, it is proposed to establish separate translation services comprising, in addition to the six official language sections, a Reference and Terminology Unit and a Contractual Translation Unit. Requirements have been estimated on the assumption that conference activity at Vienna will remain broadly stable in 1992-1993.

Resource requirements (at revised 1991 rates)

Established posts

53. Thirty-five established posts under the regular budget of the United Nations have been made available to UNIDO for documentation and language services since the establishment of joint service arrangements at Vienna. It is proposed to maintain the same number of established posts in 1992. For a separate United Nations service in 1993, the number of established posts in the translation service would need to be increased from the existing 20 to 45 Professionals and from 12 to 42 General Service (Other level). The new posts proposed for translation can be broken down as follows: 6 P-5, 19 P-4 and 20 P-3. In addition, one Professional post (P-3) and seven General Service (Other level) would be required for the Reference and Terminology and Contractual Translation Units.

Temporary assistance for meetings

54. Requirements for 1992 are estimated at $2,555,400. They relate to payments to UNIDO with regard to temporary translation and support staff needed to supplement the permanent capacity of the Language and Documentation Division of UNIDO. In 1993, a provision of $901,100 would be required in order to meet the United Nations peak workload requirements. The overall decrease of $2,755,100 is the net effect of an increased level of payments to UNIDO for the use of its staff under joint service arrangements in 1992, more than offset by the effect of the proposed increased permanent capacity in 1993 on requirements under temporary assistance for meetings in that year.

Contributions to joint activities

55. Requirements of $3,571,700 (including growth of $1,103,500), are estimated for reimbursements to UNIDO in 1992 for translation and related services undertaken for the United Nations by UNIDO staff or contracted for by UNIDO. The estimates also include provision for reimbursement to UNIDO for related administrative support costs ($266,100) provided within the Office of the Director, Language and Documentation Division, as well as by the Divisions of Financial Services and Personnel Services of UNIDO. The large increase proposed, which is partially offset by a reduction under temporary assistance for meetings, reflects the experience of recent years, in which an increasing workload has not been reflected in increased appropriations. In 1993, under a separate service, no resources would be required under this object.

Table 14. Analysis of overall costs

(d) Publishing services

(In thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Established posts	-	-	1 119.1	1 119.1	81.9	1 201.0
Temporary assistance-meetings	371.4	6.1	(66.4)	311.1	11.5	322.6
Common staff costs	-	-	392.0	392.0	26.4	418.4
Contributions to joint activities	786.1	13.1	193.2	992.4	64.7	1 057.1
Total	1 157.5	19.2	1 637.9	2 814.6	184.5	2 999.1

(2) Extrabudgetary resources	-
Total	2 999.1

Table 15. Post requirements

Subprogramme: Publishing services

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
P-3	-	3	-	-	-	-	-	3
Total	-	3	-	-	-	-	-	3
General Service category								
Principal level	-	1	-	-	-	-	-	1
Other levels	-	27	-	-	-	-	-	27
Total	-	28	-	-	-	-	-	28
Grand total	-	31	-	-	-	-	-	31

Subprogramme 4. Publishing services

56. Under joint service arrangements, publishing services are provided to the United Nations by the Language and Documentation Division of UNIDO. In 1993, publishing services would be provided to the United Nations by three units within a new Editorial Control and Publishing Service: the Printing Unit, the Reproduction Unit and the Documents Distribution Unit. It should be noted that reproduction services are also provided to the United Nations and other occupants of the Vienna International Centre by the common printing service operated by IAEA. For reasons of administrative convenience, provisions related to this common service are shown under subprogramme 5 below. Requirements for both years are estimated on the basis that conference activity at Vienna will remain broadly stable in 1992-1993.

Resource requirements (at revised 1991 rates)

Established posts

57. It is proposed to establish in 1993 3 Professional posts (3 P-3), 1 General Service (Principal level) post and 27 General Service (Other level) posts, which would be broken down as follows: 3 P-3, 1 General Service (Principal level) and 6 General Service (Other level) posts for the Printing Unit, 5 General Service (Other level) for the Reproduction Unit and 16 General Service (Other level) for the Documents Distribution Unit.

Temporary assistance for meetings

58. Requirements of $276,300 are estimated for temporary staff to meet peak workload requirements for the Printing, Reproduction and Distribution Units of UNIDO in 1992. For 1993, a provision of $34,800 is estimated for the requirements of the newly established services.

Contributions to joint activities

59. Requirements of $992,400, are estimated on the basis of past experience for reimbursements to UNIDO for publishing services to be provided during 1992. Following the proposed establishment of separate United Nations services in 1993, it is estimated that resources under this heading would not be required for that year.

Table 16. Analysis of overall costs

(e) Library information services, Vienna

(In thousands of United States dollars)

(1) Regular budget

Main objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates
Supplies and materials	388.2	6.1	(13.6)	380.7	19.0	399.7
Contributions to joint activities	2 033.9	31.3	(257.6)	1 807.6	180.4	1 988.0
Total	2 422.1	37.4	(271.2)	2 188.3	199.4	2 387.7

(2) Extrabudgetary resources	-
Total	2 387.7

Subprogramme 5. Library information services (IAEA)

60. The Vienna International Centre's library is operated by IAEA as a common service for all organizations at the Vienna International Centre. For administrative convenience, estimates under this subprogramme also include a provision for common printing services provided by IAEA.

Resource requirements (at revised 1991 rates)

Supplies and materials

61. Requirements of $380,700, representing a negative growth of $13,600, are estimated for library books and supplies. The modest reduction proposed reflects past experience.

Contributions to joint activities

62. Requirements of $1,807,600, representing a negative growth of $257,600, are estimated for library services ($628,400, a negative growth of $196,300), printing services ($1,174,900, a negative growth of $94,500) and joint computer services ($4,300, at the revalued resource-base level).

63. The reduction proposed for printing services reflects experience in recent years and an adjustment of the reimbursement to IAEA to take into account the proposed changes in the relative numbers of United Nations and UNIDO staff at the Vienna International Centre. The provision for computer services relates to use by the International Trade Law Branch of the mainframe-based Vienna International Centre Library Catalogue and the computerization of the Trade Law Library's catalogue.

Summary of the revised estimates

64. Should the General Assembly accept the proposals contained in the revised estimates described above, an appropriation of $33,836,100 would be required under section 32D Vienna, which represents an increase of $1,163,300 over the original estimates for Conference Services, Vienna, in the proposed programme budget. As shown in tables 17 and 18, this increase would bring the total estimates for the Department of Conference Services in 1992-1993 to $430,896,400. The additional requirements under these revised estimates are shown on a recurrent basis, with a resulting 34 per cent real growth rate. In turn, the rate of real growth for section 32 as a whole would increase from 0.2 per cent to 2.1 per cent.

65. Income section 2 provides for projected reimbursement from UNIDO in respect of interpretation services in the amount of $1,753,200. With the establishment of common interpretation services as of 1 January 1992 it is estimated that that provision would be increased by $803,800 representing the reimbursement from IAEA for interpretation services.

66. The proposed establishment of 122 regular budget posts at Vienna would increase the total number of regular budget posts in the Department of Conference Services to 2,390 (see table 19), which represents a net increase of 119 posts over the Secretary-General's original proposal of 2,271 posts.

67. The establishment of separate conference services in 1993 as proposed in the revised estimates would also entail additional administrative support costs for staff of $261,200 as well as additional requirements of $602,000 for common services, which are being reflected in a separate report containing revised estimates for section 33F, Administration, Vienna.

68. Furthermore, an additional provision in the amount of $1,835,100 would be required under section 36, Staff assessment, to be offset by a corresponding amount in the estimates under section I, Income from staff assessment.

Table 17. Analysis of overall costs

Section 32. Conference services

(In thousands of United States dollars)

DIRECT COSTS

(1) Regular budget

1990-1991 appropriation	Estimated additional requirements at revised 1991 rates				Total requirements at revised 1991 rates	Inflation in 1992 and 1993		1992-1993 estimates
	Revaluation of 1990-1991 resource base		Resource growth					
	$	%	$	%	$	$	%	
384 343.2	7 188.4	1.8	12 051.2	3.1	403 582.8	27 313.6	6.7	430 896.4

Analysis of real growth (at revised 1991 rates)

(1) Total revalued 1990-1991 resource base	Resource growth				Rate of real growth (5) over (1)
	(2) Actual	(3) Less non-recurrent items	(4) Plus delayed growth (new posts)	(5) Adjusted	
391 531.6	12 051.2	3 562.6	-	8 488.6	2.1%

Table 17 (continued)

(2) Extrabudgetary resources

	1990-1991 estimated expenditures	1992-1993 estimated expenditures
(a) Services in support of:		
(i) Other United Nations organizations		
Support to extrabudgetary administrative structures	1 089.7	1 212.3
(ii) Extrabudgetary programmes		
Support to technical cooperation activities	194.4	216.7
Total (a)	1 284.1	1 429.0
(b) Substantive activities		
Trust Fund for German Language Translation	1 520.5	1 978.1
Library Endowment Fund	102.0	102.0
Total (b)	1 622.5	2 080.1
(c) Operational projects	-	-
Total (c)	-	-
Total (a), (b) and (c)	2 906.6	3 509.1
Total, direct costs		434 405.5

Table 18. Regular budget, direct costs: summary of 1992-1993 requirements and rates of real growth, by object of expenditure

(In thousands of United States dollars)

Objects of expenditure	1990-1991 appropriation	Estimated additional requirements at revised 1991 rates: Revaluation of 1990-1991 resource base	Estimated additional requirements at revised 1991 rates: Resource growth	Total requirements at revised 1991 rates	Inflation in 1992 and 1993	1992-1993 estimates	Rate of real growth %
Established posts	224 521.8	6 942.2	6 146.6	237 610.6	15 936.8	253 547.4	2.6
Temporary assistance for meetings	43 470.3	941.8	(3 604.8)	40 807.3	2 744.1	43 551.4	(8.1)
General temporary assistance	1 886.2	(598.2)	623.4	1 911.4	147.4	2 058.8	4.3
Consultants	78.6	2.0	-	80.6	6.7	87.3	-
Overtime and night differential	4 470.7	155.2	44.5	4 670.4	369.3	5 039.7	0.9
Common staff costs	79 221.4	2 723.2	2 152.2	84 096.8	5 585.6	89 682.4	2.6
Representation allowances	15.2	-	-	15.2	-	15.2	-
Travel of staff	184.7	5.3	14.1	204.1	14.9	219.0	7.4
Training	35.0	(35.0)	20.0	20.0	1.2	21.2	-
Contractual services	2 377.3	55.7	832.6	3 265.6	242.3	3 507.9	34.2
External printing and binding	54.3	1.5	-	55.8	4.6	60.4	-
Contractual library services	440.0	11.6	-	451.6	37.2	488.8	-
Data-processing services	288.9	(288.8)	184.9	185.0	10.9	195.9	-
Rental/maintenance of premises	-	-	55.2	55.2	3.7	58.9	-
Rental of furniture and equipment	3 137.6	72.6	705.0	3 915.2	270.9	4 186.1	21.9
Communications	32.0	0.8	-	32.8	2.7	35.5	-
Official functions	5.0	0.2	-	5.2	0.2	5.4	-
Supplies and materials	12 529.0	293.2	(552.6)	12 269.6	918.7	13 188.3	(4.3)
Furniture and equipment	5 608.4	(3 188.8)	4 499.4	6 919.0	493.9	7 412.9	62.1
Contributions to joint activities	5 986.8	93.9	930.7	7 011.4	522.7	7 533.9	(9.5)
Total	384 343.2	7 188.4	12 051.2	403 582.8	27 313.6	430 896.4	2.1

Table 19. Post requirements

Organizational unit:

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Professional category and above								
USG	1	1	-	-	-	-	1	1
D-2	6	6	-	-	-	-	6	6
D-1	16	19	-	-	-	-	16	19
P-5	151	161	-	-	2	2	151	161
P-4	396	413	-	-	3	3	396	413
P-3	379	395	-	-	1	1	379	395
P-2/1	117	111	-	-	1	1	117	111
Total	1 066	1 106	-	-	7	7	1 073	1 113
General Service category								
Principal level	86	88	-	-	1	1	86	88
Other levels	1 015	1 096	-	-	14	14	1 015	1 096
Total	1 101	1 184	-	-	15	15	1 116	1 199

Table 19 (continued)

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993	1990-1991	1992-1993
Other categories								
Trades and crafts	100	100	-	-	-	-	100	100
Total	100	100	-	-	-	-	100	100
Grand total	2 267	2 390	-	-	22 a/	22 a/	2 289	2 412

a/ Posts financed from the Trust Fund for German Language Translation and from reimbursement for support to extrabudgetary administrative structures and to technical cooperation activities.

IV. LONGER-TERM OPTIONS

69. As stated in paragraph 10 above, it is the intention of the Secretary-General to continue to seek the agreement of UNIDO to participate in a unified conference service, administered by the United Nations. Although the details of a unified service would have to be refined through discussions between the United Nations and UNIDO once an agreement was reached, the additional requirements for the establishment of such a service have been estimated and are set out below and in annex III to the present report. The estimated total costs (at revised 1991 rates) of unified conference services for the United Nations are $42,846,300 and the net costs for the United Nations are estimated at $26,127,700 (also at revised 1991 rates). By comparison with a separate United Nations service, unified conference services would require the establishment of 30 additional Professional posts and 49 additional General Service posts. That staffing level is comparable to the current level in the joint services and includes the existing complement of established posts, as well as several posts financed on a full-time basis from temporary assistance resources under joint service arrangements.

70. As stated in previous reports, the advantages of having all conference-servicing units administered by a single organization are that:

(a) Financial planning and control of expenditures would be facilitated since all conference-servicing costs would be included in a single budget and expenditures incurred in accordance with a single set of financial regulations and rules;

(b) Staff administration (including recruitment, training, promotion and career development) would be facilitated since all language staff would be administered under the staff rules and regulations and personnel procedures and practices of a single organization;

(c) The servicing of conferences and meetings would be facilitated since all conference-servicing staff would be part of a single administrative structure;

(d) The application of technological innovations would be facilitated since all systems and equipment related to language services would be purchased, maintained and operated by a single organization;

(e) Physical movement of staff or equipment from the current premises would be minimal, and there would be no immediate change in the day-to-day provision of conference services.

71. The United Nations is in a position to offer significant advantages in the administration of a unified conference service since it has greater experience in the recruitment, training and administration of language staff and, with its global network of conference services, can offer wider career development prospects. The United Nations also has greater budgetary and financial flexibility and can respond more quickly to unexpected requirements

for conference services. Under United Nations administration, conference services at Vienna would be part of a global network of conference services, bringing greater opportunities for economies of scale and for drawing upon a world-wide reservoir of experienced and highly qualified language staff.

72. The staffing envisaged at this stage for the various components of a unified service would compare as follows to the staffing proposed for a separate service (see paras. 18 to 68 above):

(a) Unified conference services would also be headed by a Chief at the D-1 level. An additional General Service (Other level) staff member would be required in this office, bringing the total to four General Service staff members. The Chief would continue to report to the Director of Administrative and Conference Services;

(b) The Translation Service under a unified service would require the establishment of 52 additional posts in order to provide the estimated necessary complement of 71 Professionals (1 D-1, 6 P-5, 31 P-4, 33 P-3) and 76 General Service (Other level) posts. This would involve the addition of 1 D-1, 12 P-4, 12 P-3 and 20 General Service in Translation, 5 General Service in Reference and Terminology and 2 General Service in Contractual Translation;

(c) No further changes would be required in the Meetings Planning and Interpretation services. The staffing in Meetings Planning would thus continue to include 1 P-5, 1 P-2, 1 General Service (Principal level) and 3 General Service (Other level) and in the Interpretation Service, 1 P-5, 13 P-4, 9 P-3 and 2 General Service (Other level);

(d) With regard to editorial and official records services, the following additional requirements would arise under a unified service: one General Service (Principal level) and three General Service (Other level) for the Documents Control Unit, three P-3 and three General Service (Other level) for the Editorial Control Unit and an additional General Service (Other level) post for the Correspondence Unit;

(e) The Printing Unit would need to be strengthened by the addition of three Professional posts (one P-4 and two P-3), two General Service (Principal level) and one General Service (Other level). The total staffing would thus be as follows: one P-4, five P-3, three General Service (Principal level) and seven General Service (Other level) posts;

(f) The Reproduction Unit would require an additional two General Service (Other level) posts, bringing the total to seven General Service (Other level) posts;

(g) The Documents Distribution Unit under a unified service would need to be strengthened with the addition of one General Service (Principal level) post and seven General Service (Other level) posts, bringing the total to one General Service (Principal level) and 23 General Service (Other level).

73. The level of administrative support required for a unified conference service has been estimated to be the same as that for a separate conference service, namely one P-3 and seven General Service (Other level) posts.

74. In order to provide for the larger total number of staff, an additional investment would be needed in equipment comparable to that requested for the first year of operation of a separate service ($350,300). It would not be possible to use much of the equipment currently available in UNIDO since it was acquired in 1986 and needs to be replaced. Related requirements would arise for the acquisition of furniture and supplies ($10,000 in each case). The provision for general temporary assistance would also need to be increased by $7,500 to reflect the larger number of staff, as would overtime (to be increased by $39,600). Finally, additional resources ($125,000) for contractual services would be required in order to provide for UNIDO's needs for this service.

75. The additional expenditures arising from the increased number of established posts would be offset by reimbursements from UNIDO for services rendered. While cost-sharing modalities would need to be negotiated, if the same procedures under which the United Nations compensates UNIDO for joint services were applied to unified conference services, then the percentage of the gross expenditure to be refunded to the United Nations by UNIDO, based on 1990-1991 projected distribution of workload, would average 44.1 per cent, ranging from 25 per cent for interpretation services to 55 per cent for editorial control services.

76. The total reimbursement from UNIDO for a full biennium based on the above cost-sharing has been estimated at $15,965,300 at 1991 rates. It has been taken into account along with projected income from services to IAEA ($753,300) in arriving at the net cost of unified services indicated together with the estimated costs of separate and joint services for 1992-1993 in the comparative table below. The requirements for the establishment of a separate United Nations conference service in 1993 are set out in section III of the present report. For comparison purposes, however, the requirements have been estimated for a complete biennium at 1991 rates, on the same assumption that the United Nations separate service would continue to provide interpretation services to IAEA and UNIDO. The estimated net costs of a separate United Nations conference service for a biennium at revised 1991 rates are $29,243,900. Annex III provides additional details on comparative conference-servicing costs.

Conference-servicing costs

Costs to the United Nations

	Total United Nations staff P	GS	Gross (1991 revised rates) $	Net $
Separate United Nations services	84	106	31 640 600	29 243 900
Unified services	114	138	42 846 300	26 127 700
Present joint services	42 a/	20 a/	30 139 400	27 742 700

a/ The present joint services include a total of 96 Professional and 100 General Service posts.

77. Additional administrative costs related to the strengthening of the Division of Administration by the establishment of one P-3 and seven General Service (Other level) posts would increase the total cost of separate and unified services by $515,400. Moreover additional requirements for other common services would amount to $1,117,000, bringing the total net cost of separate and unified services for the United Nations to $30,876,300 and $27,760,100 respectively.

78. It is clear from these figures that, apart from the organizational and administrative advantages listed above, unified conference services would also be the most cost-effective option for the United Nations.

Notes

1/ A/C.5/45/30.

2/ Official Records of the General Assembly, Forty-fifth Session, Supplement No. 7 (A/45/7 and Add.1-14, document A/45/7/Add.6.

3/ A/C.5/40/7.

4/ Official Records of the General Assembly, Forty-sixth Session, Supplement No. 6 (A/46/6/Rev.1), vol. II, sect. 32D.

5/ IDB.8/8 Rev.2.

Annex I

CONFERENCE SERVICES WORKLOAD AT VIENNA

(United Nations and UNIDO)

	UNIDO	United Nations	Total	Percentages UNIDO	Percentages United Nations
1986					
Translation					
Total a/	8 477	10 811	19 288	44	56
Internal a/	7 040	9 443	16 483	43	57
External a/	1 437	1 368	2 805	51	49
Typing					
Total a/	19 026	21 714	40 740	47	53
Internal a/	15 115	18 351	33 466	45	55
External a/	3 911	3 363	7 274	54	46
Editing a/	2 315	2 456	4 771	49	51
Ed. assignments mtgs.	10	33	43	23	77
Documents control b/	9 168	8 087	17 255	53	47
Printing c/	na	na	10 832	na	na
Distribution d/	2 459	2 427	4 886	50	50
Reproduction e/	73 012	45 643	118 655	62	38
Meetings f/	709	772	1 481	48	52
Interpretation g/	649	3 193	3 842	17	83
1987					
Translation					
Total a/	8 518	12 958	21 476	40	60
Internal a/	7 701	11 432	19 133	40	60
External a/	817	1 526	2 343	35	65
Typing					
Total a/	17 887	26 418	44 305	40	60
Internal a/	15 702	22 832	38 534	41	59
External a/	2 185	3 586	5 771	44	62
Editing a/	2 630	2 301	4 931	53	47
Ed. assignments mtgs.	20	71	91	22	78
Documents control b/	8 788	7 919	16 707	53	47
Printing c/	2 457	4 148	6 605	37	63
Distribution d/	2 517	2 352	4 859	52	48
Reproduction e/	52 123	44 257	96 380	54	46
Meetings f/	843	678	1 521	55	45
Interpretation g/	1 265	2 902	4 167	30	70

	UNIDO	United Nations	Total	Percentages UNIDO	Percentages United Nations
1988					
Translation					
Total a/	6 481	14 878	21 359	30	70
Internal a/	5 820	12 970	18 790	31	69
External a/	661	1 908	2 569	26	74
Typing					
Total a/	14 996	31 164	46 160	32	68
Internal a/	12 721	25 421	38 142	33	67
External a/	2 275	5 743	8 018	28	72
Editing a/	1 992	2 144	4 136	48	52
Ed. assignments mtgs.	6	53	59	10	90
Documents control b/	6 938	9 266	16 204	43	57
Printing c/	2 127	4 980	7 107	30	70
Distribution d/	2 117	2 666	4 783	44	56
Reproduction e/	45 364	54 766	100 130	45	55
Meetings f/	794	833	1 627	49	51
Interpretation g/	586	3 695	4 281	14	86
1989					
Translation					
Total a/	8 430	12 060	20 490	41	59
Internal a/	7 512	10 645	18 157	41	59
External a/	918	1 415	2 333	39	61
Typing					
Total a/	19 908	25 284	45 292	44	56
Internal a/	17 461	21 783	39 244	44	56
External a/	2 447	3 501	5 948	41	59
Editing a/	2 040	1 607	3 647	56	44
Ed. assignments mtgs.	10	66	76	13	87
Documents control b/	8 605	8 193	16 798	51	49
Printing c/	3 014	5 022	8 636	38	62
Distribution d/	2 893	2 107	5 000	58	42
Reproduction e/	55 241	41 522	96 762	57	43
Meetings f/	1 172	691	1 863	63	37
Interpretation g/	1 481	2 050	3 531	42	58

	UNIDO	United Nations	Total	Percentages UNIDO	Percentages United Nations
1990					
Translation					
Total a/	6 943	12 571	19 514	36	64
Internal a/	6 413	11 584	17 997	36	64
External a/	530	987	1 517	35	65
Typing					
Total a/	16 033	25 774	41 807	38	62
Internal a/	14 871	23 213	38 084	39	61
External a/	1 162	2 561	3 723	31	69
Editing a/	2 109	1 530	3 639	58	42
Ed. assignments mtgs.	0	58	58	0	100
Documents control b/	7 091	7 628	14 719	48	52
Printing c/	2 565	4 042	6 607	39	61
Distribution d/	2 382	2 263	4 645	51	49
Reproduction e/	46 092	46 089	92 181	50	50
Meetings f/	1 075	838	1 913	56	44
Interpretation g/	663	3 463	4 126	16	84

Source: Statistics presented by the United Nations Office at Vienna and UNIDO to United Nations Headquarters in April 1990 and to ACABQ in June 1990 supplemented by information for 1990 provided by the United Nations Office at Vienna and UNIDO in February 1991.

a/ Thousands of words.

b/ Numbers of jobs handled.

c/ Preparation of camera-ready pages.

d/ Thousands of pieces.

e/ Thousands of page impressions.

f/ Half-days.

g/ Interpreter-days.

Annex II

TOTAL COSTS OF JOINT CONFERENCE SERVICES AT VIENNA

Service	Total costs	UNIDO share		United Nations share	
	$	%	$	%	$
1988-1989					
Language and document					
Documents Control	723 287	61	441 447	39	281 840
Editorial Control	1 557 738	51	793 959	49	763 779
Translation	20 478 548	35	7 248 049	65	13 230 499
Reproduction	375 600	51	190 197	49	185 403
Distribution	1 520 495	49	751 983	51	768 512
Printing	1 814 189	39	705 323	61	1 108 866
Reference and term.	844 518	36	303 176	64	541 342
Correspond. unit	382 044	51	196 092	49	185 952
Admin. support	310 116	46	143 584	54	166 532
	87 273	26	22 866	74	64 407
	312 966	38	119 865	62	193 101
Subtotal, Language and docs.	28 406 774	38	10 916 541	62	17 490 233
Meetings planning	1 110 984	25	277 746	75	833 238
Interpretation	4 159 683	26	1 089 837	74	3 069 846
Subtotal	5 270 667	26	1 367 583	74	3 903 084
Total	33 677 441	36	12 284 124	64	21 393 317

Service	Total costs	UNIDO share		United Nations share	
	$	%	$	%	$
1990					
Language and document					
Documents Control	510 197	60	306 956	40	203 241
Editorial Control	1 078 409	58	622 865	42	455 544
Translation	11 550 951	34	3 867 575	66	7 683 376
Reproduction	233 794	50	116 665	50	117 129
Distribution	1 021 526	50	511 662	50	509 864
Printing	1 062 605	50	527 003	50	535 602
Reference and term.	519 607	34	174 717	66	344 890
Correspond. unit	213 967	48	101 630	52	112 337
Admin. support	203 696	52	106 736	48	96 960
	52 169	18	9 389	82	42 780
	209 703	40	84 273	60	125 430
Subtotal, Language and docs.	16 656 624	38.6	6 429 471	61.4	10 227 153
Meetings planning	606 644	25	151 661	75	455 483
Interpretation	2 351 268	18	423 228	82	1 928 040
Subtotal	2 957 912	19	574 889	81	2 383 523
Total	19 615 036	36	7 004 360	64	12 610 676

Annex III

COMPARATIVE COSTS OF CONFERENCE SERVICES ON A FULL BIENNIAL BASIS
(Net costs to the United Nations)

(At revised 1991 rates)

Objects of expenditure	Joint services	Separate services	Unified services
Established posts	6 795.2	17 400.0	24 518.0
Temporary assistance for meetings	8 272.4	4 501.2	5 193.9
General temporary assistance	-	33.2	47.4
Overtime	24.6	175.2	254.4
Common staff costs	2 376.8	6 087.0	8 579.0
Travel of staff	9.4	35.6	45.6
Data-processing services	1.5	365.2	615.2
Alterations to premises	-	55.2	160.4
Supplies and materials	380.7	310.0	445.1
Furniture and equipment	8.8	750.0	991.6
Contributions to joint activities	12 270.0	1 928.0	1 993.3
Gross costs	30 139.4	31 640.6	42 846.3
Income from services to UNIDO	1 643.4	1 643.4	15 965.3
Income from services to IAEA	753.3	753.3	753.3
Subtotal income	2 396.7	2 396.75	16 718.6
Net cost to United Nations	27 742.7	29 243.9	26 127.7

Posts	Joint services a/	Separate services	Unified services
Professional	42	83	113
General Service	20	101	150
Total	62	184	263

a/ Including UNIDO posts, the total for joint services is 196 posts (96 Professional, 100 General Service).

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Agenda item 107

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993

Revised estimates under section 32D

(Conference and library services, Vienna)

Report of the Secretary-General

Addendum

The Secretary-General has the honour to transmit to the members of the General Assembly the attached correspondence received from the Director-General of the United Nations Industrial Development Organization (UNIDO).

Annex

LETTER DATED 26 NOVEMBER 1991 FROM THE DIRECTOR-GENERAL OF THE UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION ADDRESSED TO THE SECRETARY-GENERAL

Please find attached herewith the advance text of the decision adopted by the General Conference of UNIDO on 22 November 1991 related to the status of the joint UNIDO/United Nations Conference Services in Vienna. I would appreciate it very much if the decision could be made available to the members of the General Assembly.

Meanwhile, I am expecting your report on the subject, on which UNIDO's comments will be made within the shortest time possible.

Appendix

DECISION GC.4/DEC. 20 - PROGRAMME AND BUDGETS, 1992-1993: CONFERENCE SERVICE ARRANGEMENTS AT THE VIENNA INTERNATIONAL CENTRE

The General Conference,

(a) Took note of the information distributed containing an exchange of correspondence between the Director-General of UNIDO and the Under-Secretary-General for Conference Services and Special Assignments;

(b) Endorsed the position reflected in Industrial Development Board decision IDB.8/38; a/

(c) Recommended to the General Assembly of the United Nations that it defer action affecting the status of the joint UNIDO-United Nations Conference Services until the relevant organizations have had an opportunity to study the detailed cost analysis;

(d) Requested the Director-General to continue consultations with the United Nations Office at Vienna and the International Atomic Energy Agency on the most efficient and cost-effective conference-service arrangements at the Vienna International Centre and to report to the Industrial Development Board at its eleventh b/ session on the conclusions of those consultations.

22 November 1991

Notes

a/ IDB/8/8/Rev.2.

b/ Decided by the Industrial Development Board at its fourth special session.

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2 December 1991

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FIFTH COMMITTEE
Agenda item 107

PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993

Revised estimates under section 32D

(Conference and library services, Vienna)

Report of the Secretary-General

Addendum

The Secretary-General has the honour to transmit to the members of the General Assembly further correspondence received from the Director-General of the United Nations Industrial Development Organization (UNIDO).

Annex

LETTER DATED 29 NOVEMBER 1991 FROM THE DIRECTOR-GENERAL OF THE UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION ADDRESSED TO THE SECRETARY-GENERAL

I would be grateful if the attached position paper of the United Nations Industrial Development Organization (UNIDO) could be circulated as a document of the General Assembly.

Appendix

POSITION OF THE UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION ON THE PROPOSALS CONTAINED IN THE REPORT OF THE SECRETARY-GENERAL ON THE PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1992-1993, REVISED ESTIMATES UNDER SECTION 32D (CONFERENCE AND LIBRARY SERVICES, VIENNA) (A/C.5/46/30)

1. On 22 November 1991, the General Conference of the United Nations Industrial Development Organization (UNIDO) adopted decision GC.4/Dec.20, a/ in which it, inter alia:

(a) Endorsed the position reflected in Industrial Development Board decision IDB.8/38;

(b) Recommended to the General Assembly of the United Nations that it defer action affecting the status of the joint UNIDO-United Nations conference services until the relevant organizations had had an opportunity to study the detailed cost analysis;

(c) Requested the Director-General to continue consultations with the United Nations Office at Vienna and the International Atomic Energy Agency (IAEA) on the most efficient and cost-effective conference-service arrangements at the Vienna International Centre and to report to the Industrial Development Board at its eleventh session on the conclusions of those consultations.

2. This decision taken by the States members of UNIDO sets an exact time-frame and a clear-cut guideline for continued consultations with the United Nations Office at Vienna and IAEA. It also reaffirms the criterion of efficiency and cost-effectiveness to be observed in the course of these consultations. This is the basis for the following UNIDO analysis of the proposals contained in the report of the Secretary-General of the United Nations (A/C.5/46/30). The text of the report was received by UNIDO on 28 November 1991, allowing almost no time for seeking clarification on a number of very important issues. Thus, UNIDO may forward more detailed comments later if required.

1. Interpretation set-up

3. The proposal on rearranging the interpretation component offers a more rational configuration than the present one and is a plausivle step towards pooling conference service resources in the Vienna International Centre. The rates and arrangements suggested are reasonable and the proposed changes would have no adverse effect on the staff.

2. Independent conference services for the United Nations Office at Vienna and UNIDO

4. The cost comparison provided in annex III to document A/C.5/46/30 is self-explanatory. UNIDO estimates show that staffing requirements for two separate services for the United Nations Office at Vienna and UNIDO are bound to increase by about 15 per cent as compared with the present set-up. According to the document mentioned above, the net cost to the United Nations will increase from $27.7 million to $29.2 million. To this figure must be added $0.5 million for administrative services, resulting in a total net increase of $2 million. The UNIDO Language and Documentation Service under a separate service arrangement is estimated to increase by $2.6 million from $14.8 million to $17.4 million. The total increase for member States is thus estimated at $4.6 million.

5. The actual cost would be higher because the separation would eliminate the current advantage of flexibility in handling the fluctuating workload patterns of the two organizations, which tend to complement each other.

6. Splitting the existing joint services would compromise the goal set by the Joint Inspection Unit in 1984 to explore the prospects of establishing a single conference service for the three organizations operating at the Vienna International Centre. It would run counter to the recommendations reached in 1987 by the Advisory Committee on Conference Services at Vienna, namely that the existing joint services arrangement between the United Nations and UNIDO should be continued and any split should be avoided.

7. The UNIDO budget for 1992-1993 has been approved. Decision GC.4/Dec.20 of the General Conference reflects the opinion of the member States that a revision of the budget is no longer feasible.

8. It is inherent in the understanding between the United Nations and UNIDO in the area of conference servicing that any termination thereof would have to be preceded by consultations, and that account should be taken of the financial aspects and, ultimately, of the formal decision-making process determined by the budget cycles of both organizations. Any changes in the arrangements would therefore have to be discussed in such a way that they could be presented to the respective governing organs in time to be reflected in future budgets.

3. Unified conference service

9. The UNIDO approach to the proposal on the unified conference service was reflected in documents A/C.5/45/62 and A/C.5/45/63. It remains essentially the same, being based on the criterion referred to in paragraph 2 above.

10. The unification of existing joint conference service components administered by UNIDO and the United Nations Office at Vienna would neither improve efficiency nor generate any savings because there is no overlapping of functions in the two units and no posts could be dropped.

11. The transfer of the Languages and Documentation Division to the United Nations Office at Vienna has substantial financial implications. The additional personnel and financial responsibility would be considerable. UNIDO estimates the additional administrative support for the unified service at a higher level than the United Nations. However, even the estimate of $515,400 for a biennium contained in document A/C.5/46/30 stands for an unproductive additional expenditure which is not warranted since the present set-up functions to the satisfaction of both organizations. Such an increase in expenditure cannot be reconciled with the zero-growth budget policy pursued by member States.

12. The format of document A/C.5/46/30 does not show that, to a large extent, the figure in annex III representing the net cost of the unified service was reduced by converting temporary assistance funds into new established posts. UNIDO holds that this reasonable streamlining measure cannot be presented as inherent in the unification exercise, because it can be implemented and can yield economies to the member States within the present set-up; nor should the transfer of administering authority to the United Nations Office at Vienna be a precondition for its implementation. Moreover, the savings resulting from it should not off-set the unwarranted increase in administrative support costs.

13. UNIDO still expects the proposing party to submit detailed cost estimates of high-tech and other advantages referred to in document A/C.5/46/30 and in previous United Nations documents. These issues as well as administrative support costs should be the subject of continued consultations between the United Nations Office at Vienna and UNIDO.

4. Conclusions

14. UNIDO supports the proposal on rearranging the interpretation services and would welcome its implementation as of 1 January 1992.

15. The establishment of independent conference services for the United Nations Office at Vienna and, consequently, for UNIDO cannot be supported in view of heavy financial implications to the member States. UNIDO will strongly object to the implementation of a proposal to this effect during its 1992-1993 budget cycle.

16. UNIDO is willing to continue, within any framework, consultations with the United Nations Office at Vienna on conference-servicing arrangements so that the governing bodies of the two organizations could arrive at a final decision on the United Nations/UNIDO conference services in 1993. Until such a decision is taken, the current joint arrangements, with the exception of the proposed change in the interpretation set-up, should be maintained.

Notes

a/ Reproduced in A/C.5/46/30/Add.1, annex, appendix.